I. Call to Order

II. Approval of Minutes (Vote)
   • Minutes of the 2019-2020 Faculty Senate Meeting #27 (April 14, 2020) Attach. #1

III. Consent Agenda (Vote)
   • Committee Appointments from ConC Attach. #2

IV. Chair’s Report

V. Provost’s Report

VI. Committee Reports

   Committee on Committees (Vote)
   - FSH 1640.08 Admissions Committee (Barb Kirchmeier) Attach. #3 & #4

   University Curriculum Committee (Vote)
   - UCC-20-070 v2 Admissions Committee (Terry Grieb, Barb Kirchmeier, and Lori Baker-Eveleth) Attach. #5
   - UCC-20-054 v2 Replacing a Grade by Repeating a Course (Lindsey Brown, Registrar) Attach. #6

VII. Special Orders
   • APM 25.01 moving to FSH 3175 Financial Stewardship Responsibilities (Diane Whitney) (Vote) Attach. #7
   • APM 25.02, 25.03, 25.04, 25.05 Financial Balance Procedures (Diane Whitney) Attach. #8
   • FSH 3920 Edits to Dismissal and Discipline of Exempt Employees to come into compliance with State Board of Education policies (Diane Whitney) Attach. #9

VIII. New Business

IX. Adjournment
Attachments:

- **Attach. #1** Minutes of the 2019-2020 Faculty Senate Meeting #27 (April 14, 2020)
- **Attach. #2** Committee Appointments from ConC
- **Attach #3** Context Statement for Changes to Admissions Committee
- **Attach #4** FSH 1640.08 cover and redline
- **Attach #5** UCC-20-070
- **Attach #6** UCC-20-054 v2
- **Attach #7** APM 25.01 and FSH 3175 cover and redline
- **Attach #8** APM 25.02, 25.03, 25.04, and 25.05 cover and redline
- **Attach #9** FSH 3920 cover and redline
Call to Order: Chair Grieb called the meeting to order at 3:33 pm.

Approval of Minutes (vote):
There was a motion (Lee-Painter/Hanigan) to approve the minutes of the 2019-2020 Faculty Senate Meeting #26 (April 7, 2020). The motion to approve the minutes passed unanimously.

Consent Agenda: None.

Chair’s Report:

- The next University Faculty Meeting (UFM) will be on May 6th, 2020, 2:30-4:00 (PT).
- Chair Grieb expressed gratitude to the chairs of all standing committees, in particular: Alexandra Teague (Faculty Affairs Committee), Lori Baker-Eveleth (University Curriculum Committee), and Barb Kirchmeier (Senate Vice-Chair and chair of the Committee on Committees). While all chairs deserve equal appreciation, these three committees had an especially large volume of items to address. Thanks are also due to Aaron Johnson (Teaching and Advising committee), Cassidy Hall, who chaired both the IT committee and the University Committee on General Education, and Ralph Neuhaus, chair of Admissions Committee.
- FSH and Catalog items must be approved by next Tuesday, April 21st, in order to be presented at the May 6th UFM.
- Discussion on the Vandal Gateway Program (VGP) will be on the agenda next week.
- We have 3 more meetings, April 14th, 21st, and 28th. Based on what is typically done, on the 28th the 2019-20 Senate will retire, and the new Senate will hold their first meeting. We still have additional discussions/updates on the Academic Prioritization Program (APP) whose final report is currently with President Green for approval, the Sustainable Financial Model Working Group, and outsourcing. Therefore, we may need a meeting of the 2019-20 Senate on May 5th to wrap up any unfinished business.
- Many thanks to Joana Espinoza for her extensive and innovative work with the Committee on Committees.
- Lastly, an issue of continuity of Senate operations in the summer, see FSH 1580.VII which prescribes the function of an Executive Committee. If anything requiring a formal response from Senate cannot
be addressed via Emergency Policy FSH 6990, the 2019-20 Senators may need to meet during the summer.

Provost’s Report (delivered by Torrey Lawrence):

- The report from the APP Taskforce was provided to the Institutional Planning and Effectiveness Committee (IPEC). IPEC will forward its recommendation to the President for final decisions.
- Two new COVID-19 emergency policies have gone to FSL and other groups for comments and are about to be submitted. They concern: 1) extension of Promotion and Tenure timelines, which is not automatic but can be requested; and 2) course evaluations for Spring and Summer 2020. This created an implementation challenge because we were in the middle of moving from the current system (Banner) to Campus Labs. Due to COVID-related delays, we will stay with Banner for this spring and move to the new system in the summer.
- Three dean searches are underway, for the College of Education, Health and Human Sciences, where the search for an interim dean is being prepared, the College of Law, and the College of Arts and Architecture (for which finalists have been identified).
- The President’s budget memo from the end of last week contains information on the challenges still ahead of us.
- COVID-19 update: The university’s current plan is to be open in the Fall, pending state/federal orders and public health guidance.

In response to a question, Vice Provost Lawrence clarified that course evaluations will be collected as usual, but faculty will be able to “opt-out,” in the sense that they can look at those evaluations and choose to have them dropped from their records. The deadline to opt-out may be sometime in September, but that needs to be confirmed.

Committee Reports:

- Faculty Affairs Committee (Voting item)
  FSH 1565 Emeriti – Alexandra Teague, attachment #2.
  Alexandra Teague gave a brief overview on how these revisions came to be. Francesca Sammarruca, Faculty Secretary, asked FAC to look at 1565 E-1 (now E-3-b) to consider clarifying the term “exceptional circumstances.” Once FAC began to look at the policy, they realized that not only did that terminology need clarification (which was done by referencing FSH 3910 A-1), but that the process for becoming Emeritus also needed to be clarified, as did the possibility that emeritus status could be revoked in exceptional circumstances (which current policy left no mechanism for). The committee also realized that information in E-2 through E-4 was sometimes unclear, redundant, and/or no longer accurate. The revised policy does not substantively change the privileges or employment opportunities of emeritus status; it only brings those into alignment with current employment policies in HR and helps to clarify policy—e.g. requiring 60 days’ notice for revoking office or lab space allocation—to protect both emeritus faculty and the full university community.

  Discussion:
  A Senator raised the issue of whether Emeriti can serve as (non-chair) members at graduate committees. Dean of COGS Jerry McMurtry noted that engagement of Emeriti is encouraged. There was general agreement that this would be a great topic for Graduate Council to undertake in the Fall.
Senator A. Smith proposed a first amendment, which consisted of adding the language underlined below to the opening paragraph of section E-3 as approved by FAC:

“Faculty must request consideration for emeritus status. This request may be made in the notice of resignation or in a request made directly to the provost. This request may be made along with or at any point following the submission of the letter of resignation. If a faculty member who is eligible for emeritus status under section E-2 does not request consideration for emeritus status in their resignation letter, then their college or department will send a notice to the faculty member asking if they wish to request emeritus status. The college or department will send a similar notice to any eligible faculty who receives a terminal contract due to program closure or similar circumstances. [rev. 2-20]” This addition would prevent eligible faculty from “falling through the cracks”. The motion to amend was seconded by Senator Fairley. The chair of FAC noted that this is a great addition to the policy. The motion carried.

There was a second amendment. Senator A. Smith proposed to amend section E-3-b as approved by FAC to read as follows, where underlines and deletions represent changes to the section that was approved by FAC: “In exceptional circumstances, the provost may suspend the above eligibility rules and award, deny, or revoke a faculty member’s emeritus status, with a written notification to the faculty member stating the reasons for the decision and notifying them of the ability to appeal. A faculty member may appeal this decision to the Faculty Senate Chair, Faculty Senate Vice Chair, and Faculty Secretary, where the provost’s decision must be upheld by a unanimous vote in order to be enacted, to be affirmed or denied based on a majority vote. Examples of exceptional circumstances include the reasons outlined in FSH 3910 A-1. [add. 1-12, rev. 2-20]” The reason for this second amendment, which replaces “majority vote” with “unanimous vote,” as it was in the original policy, is to provide stronger protection to the prospective emeritus in the identification of exceptional circumstances. Chair Teague observed that FAC had chosen not to go that direction to avoid giving too much power to a single person. Both Chair Grieb and Secretary Sammarruca made comments in support of Senator A. Smith’s amendment. The motion was seconded by Senator Fairley. The motion carried.

A Senator moved back to the issue of Emeriti serving on graduate committees. This Senator is about to become Emerita and is currently serving on 7 such committees, for which it would be very difficult to find replacements for her. She will follow up with Dean McMurtry, who reiterated that Graduate Council does support Emeriti serving. Chair Grieb noted that we can come back to this should an additional vote be required. It was also noted that Emeriti can serve on UI committees per FSH 1565. Are graduate committees not included because they are not standing committees? Graduate Council will look into this question.

The vote was called on FSH 1565 as amended. The motion carried.

- University Curriculum Committee (Voting items)
  - UCC-20-069 COGS regarding Continuing Registration, Finishing Status, Provisional Admission Policy, and Probation, Disqualification, and Reinstatement – Jerry McMurtry, Attachment #4. All these items will be voted as a package. Dean McMurtry explained the rationale for the changes in the definition of “current” graduate student, which allows better consistency with many other institutions. There were no questions or comments on this item.
Moving to the second item, the new language sets some parameters around “Provisional Admission,” which was done informally up to this point. Provisional admission is available to students who are academically eligible but lack departmental requirements or are deficient in coursework necessary for full admission to the program. Their progress is monitored, and the students can then be moved to regular admission, if appropriate. Typically, this happens within one or two semesters.

The changes to Probation, Disqualification, and Reinstatement procedures have the advantage of streamlining the process, as there is no longer the need to search for reversion grades (a very time-consuming task).

Discussion:
There was a brief discussion on the meaning and consequences of disqualification, and under which circumstances it can occur. A student’s GPA must fall below 3.0 for two consecutive semesters. A grade of “P” which the student may earn doing research over the summer does not count towards raising the GPA to 3.0 during the second semester. However, even when disqualified, the student is still part of the university. They can be reinstated with the recommendation of the major professor and their department chair. After disqualification, they can petition so that they don’t have to sit out for one semester.

Back to Provisional Admission, a Senator asked why this option is not available to international students. Dean McMurtry explained that this is mandated by Homeland Security.

Another Senator suggested to look into regulation L11 to verify consistency of language with regard to Reinstatement.

Vote: The motion carried.

- **UCC-20-064 PEP 495 as Senior Experience** – Matthew Smitley, attachment #3.
  Matthew Smitley introduced himself as the Director of the MS in the Athletic Training program, which is housed in CEHHS. This is an 84-credit, two-year, six-semester MS degree that prepares for a national certification exam both for health care workers and athletic trainers. Within the degree pathway, no class was offered that would be suitable as a Senior Experience. After extensive discussion with UCGE and UCC, they proposed PEP 495, a one-unit practicum course. In this class, students gain experience in exercise science or a health science field. It requires 40 hours of participation in assigned sites and allows students to apply the knowledge they have acquired in their degree pathway while obtaining real-world experience. Thus this course meets the standards of a Senior Experience as students utilize what they have learnt in their coursework. Activities include active reflection, goal setting, and real-time participation at clinical sites.
  Vote: the motion carried.

- **UCC-20-071 regarding MS Dietetics and Related Courses** – Hydee Becker, attachment #5.
  Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master’s degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). The School of Family and Consumer Sciences (FCS) is proposing to offer a new degree program called the Master of Science in Dietetics (MS D). This degree will include 55 credit hours (32 credits of 500-level courses) and at least 1,200 hours of
supervised experiential learning in nutrition and dietetics settings culminating in the successful completion of a comprehensive final exam. The purpose of the degree is to meet the requirements needed for graduates to take the credentialing exam to become RDNs (previously referred to as registered dietitians, RDs). Currently, FCS offers a Bachelor of Science in family and consumer sciences (BS FCS) with a major in Foods and Nutrition. The current undergraduate enrollment of students in food and nutrition is expected to grow, as students will seek a seamless transition from the undergraduate to graduate degree. In fact, University of Idaho students will be encouraged to apply for the MS in their junior year and begin the MS D in their senior year. Current students accepted into the program will complete the BS and MS within five years in this 3 + 2 program. Students who already have a BS degree in another major or from another institution who wish to work as RDNs may apply for the two year (four semesters) ACNED-accredited MS D.

Discussion:
There was some discussion regarding how the program differs from the one at ISU. Hydee Becker explained that Dietetics is a field in transition. Historically, ISU offered an undergraduate degree to provide course work and a separate internship in dietetics. At U of I, both of these aspects will be coordinated. By going for an MS in Dietetics, they are moving to a new model, thus giving students more options. To meet accreditation requirements, ISU has now changed their internship into a master’s degree. Thus it is similar to what we do, yet different.

A Senator asked whether the closure of the UG program was part of the Program Prioritization done this year. Hydee Becker noted that already some time ago they had taken the Dietetics option out of their UG degree, leaving the BS in Food and Nutrition.

Vote: the motion carried.

- **UCC-20-014 regarding Honors Policy** – Lindsey Brown, attachment #6.
  With these revisions, academic honors are based solely on U of I GPA (not GPAs from other institutions). Also, a chart is included in the Catalog which will make it easier to understand the requirements for the various levels of academic honors.
  Vote: the motion carried.

- **UCC-20-054 v2 Replacing a Grade by Repeating a Course** – Lindsey Brown, attachment #7.
  Currently, a student who has received a D or F in a course at UI may repeat the course at the UI provided credit has not been earned in a more advanced vertically related course in the same subject area. Although all grades remain on the record, the first repeat will replace the grade and credit earned initially in the course. The second and subsequent repeats of the same course will be averaged in the student’s institutional GPA. The proposed policy would change this to keep all grades on the student’s records, but the most recent grade received will be calculated within the student’s GPA and credit earned in the course. See the College of Law section for the exception to this regulation applicable to students in that college.

  Discussion:
  A Senator said that the best grade should count as it applied to the credit earned in the course and was not supportive of UCC’s choice. Chair Grieb proposed to postpone the possible presentation of an amendment until next week, after the interested parties have had a chance to discuss it.
  Motion to postpone: Tibbals/Schwarzlaender. The motion carried.
Special Orders:

• Rescinding Friendly Amendment regarding “general” for UCC-20-032. (Terry Grieb)
  The friendly amendment from Meeting #26 to replace “Sociology” with “General” was due to a
  misunderstanding and should be revoked before presentation to UFM. The intent was to reflect that
  the Sociology major had two emphases as follows: Inequalities and Globalization, and General
  Sociology. There were no objections.

• APM 40.23 Municipal Waste Disposal – Charles Zillinger, attachment #8.
  These changes were actually made and implemented in 2013. Thus, this is just to formalize what is
  already being applied. The current policy is cleaner and simplified, and only deals with solid waste
  and no other kind of waste.
  There were no questions or comments.

New Business:

• Senator Hanigan reported that some students who use the Center for Disability Access and
  Resources (CDAR) as a resource asked for more visibility on campus as part of our diversity mission.
  ASUI is working to bring more light on that fraction of our student body as a diversity aspect. They
  are preparing a survey for faculty and students. Information on a survey (for which approval is
  pending) will be included in the Senate Talking Points as soon as it becomes available.

• A reminder that election results for 2020-2021 Senators must be in by Monday April 20th (later
  corrected to Tuesday April 21st.)

Adjournment: A motion to adjourn was made by Kirchmeier. The meeting was adjourned at 5:03pm.

Respectfully Submitted,

Francesca Sammarruca
Secretary of the University Faculty & Secretary to Faculty Senate
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Context Statement for FSH and Catalog Changes to Admissions Committee

**Background:**
On March 4th, 2020 President Green enacted Temporary Emergency Policy FSH 4345 Vandal Gateway Program that allowed the initial cohort of students (matriculating in the Fall 2020 semester) to be admitted by different standards than reflected in the catalog. This policy is effective for 180 days from its enactment and applies only to the Fall 2020 cohort of VGP students. The last paragraph of the approving memorandum reads as follows:

> It is my expectation that the Provost’s Office and Faculty Senate Leadership will work with the Policy Coordinator to prepare and pass the appropriate adjustments to the admission standards of the University so as to continue the VGP into the future. In order to continue the VGP without interruption, and to assure the program continues for the students in the pilot cohort, the revised admissions must be adopted before the end of the spring semester 2020.

Faculty Senate Leadership consulted with a number of faculty members and administrators. Based on that input, changes were suggested to both FSH 1640.08 Admissions Committee, and also to the 2020-2021 Catalog. These changes all applied to cohorts matriculating after Fall 2020. It was determined that the Temporary Emergency Policy FSH 4345 was sufficient to enable matriculation of a pilot cohort in the Fall 2020 semester.

**Structure of Admissions Committee:**
It was proposed that Admissions Committee be expanded to increase capacity for considering petitions and doing so in a timely fashion. It was recommended that three faculty members be added to the committee with one being a faculty member from the American Language and Cultural Program. The ALCP faculty was added to enhance the ability to evaluate applications from applicants that are non-native English speakers. This represents an increase from three to six faculty members on the Admissions Committee. It was noted that the Admissions Committee currently has members who specializes in the needs of linguistically diverse applicants and other historically underserved populations. This includes the Ubuntu chair and a professional advisor. The proposal is detailed in the FSH 1640.08 document and was approved by the Committee on Committees.

**Catalog Changes:**
Faculty Senate Leadership requested the UCC to consider changes to the catalog that would accomplish three things:

1. Add the Vandal Gateway Program to the catalog as a formal program.
2. Update the process of petitioning the Admissions Committee to streamline the process. The intent was to make it easier for students to apply and also for the committee to process the petitions.
3. Include language that would specifically recognize that the Admissions Committee has
the authority and responsibility of considering students who do not qualify for regular
admission to the university but are petitioning for admission via a special program.

After a extensive discussions, the UCC voted on the proposed catalog changes. They rejected the
proposed changes and adopted new changes. The UCC-20-070 document shows the approved
changes. Below is summary a the UCC’s actions.

- The committee did not approve the addition of the section specific to the Vandal Gateway
  Program (5 no, 2 yes).
- The committee approved some of the changes to the first paragraph under “Applying to
  the Admissions Committee.” They voted to remove the option of an interview (1 no, 6
  yes). They also voted to clarify to content requirements for petition letters and to reinstate
  the requirement of three letters of recommendation (unanimous).
- The committee did not approve the proposed changes to the second paragraph under
  “Applying to the Admissions Committee” that would have specifically mentioned special
  programs (4 no, 3 yes).

A separate issue was brought up by the Registrar regarding the requirement by NWCCU that
universities publish their admissions standards. This issue related specifically to the pilot cohort
matriculating in Fall 2020 and was separate from the other considerations above. UCC
considered a separate proposal which would have added the admissions requirements stated in
the Temporary Emergency Policy FSH 4345. It was discussed that the requirements for the pilot
cohort were already published as part of the Temporary Emergency Policy. The proposal was not
approved. (5 no, 2 yes).

Implications of the committee votes:
The Vandal Gateway Program may continue as a pilot program, which does not require formal
recognition in the catalog. After the Fall 2020 cohort, students must apply for admission to the
VGP via the Admissions Committee using the standard process as detailed in the Catalog. The
Admissions Committee has additional staffing and expertise to accommodate processing of these
petitions, and to do so in a way that recognizes the needs of linguistically diverse applicants and
other historically underserved populations.
POLICY COVER SHEET

For instructions on policy creation and change, please see https://sitecore.uidaho.edu/governance/policy.

All policies must be reviewed, approved, and returned by the policy sponsor, with a cover sheet attached, to ui-policy@uidaho.edu.

Faculty Staff Handbook (FSH)
☐ Addition X Revision* ☐ Deletion* ☐ Emergency ☐ Minor Amendment
Chapter & Title: ______________________________________________________

Administrative Procedures Manual (APM)
☐ Addition ☐ Revision* ☐ Deletion* ☐ Emergency x Minor Amendment
Chapter & Title: ______________________________________________________

*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using “track changes.”

Originator (see FSH 1640.08)
Barb Kirchmeier 885-8326  barbara@uidaho.edu  4/16/20

Policy Sponsor, if different from Originator:
Terry Grieb 885-7140  tgriebl@uidaho.edu  4/16/20

Reviewed by General Counsel  ___Yes ___No  Name & Date: ____________________________________

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion to the Faculty Staff Handbook or the Administrative Procedures Manual.

   This is an update to the Admissions Committee to clarify its purpose and to increase the number of faculty members to provide additional capacity for processing student petitions. A member of the American Language and Culture Program faculty has also been added to improve the ability to assess petitions from non-native speakers of English.

2. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?

   None.

3. **Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.

   None.

4. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to: __________________________________________

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Policy Coordinator
Appr. & Date:
____________________________________
[Office Use Only]

FSH
Appr. ____________
FC ______________
GFM ____________
Pres./Prov. ____________
____________________________________
[Office Use Only]

APM
F&A Appr.: ____________
____________________________________
[Office Use Only]

Track # ____________
Date Rec.: ____________
Posted: t-sheet ______
h/c ____________
web ______
Register: ______
(Office Use Only)
1640.08
ADMISSIONS COMMITTEE

A. FUNCTION. To act on applications for admission to UI in the cases of undergraduate applicants who do not meet minimum requirements for admission but who request a review (the applicant must submit additional material that reflects real promise of success in a college-level curriculum). The Admissions Committee also evaluates and acts on applications of undergraduate students to special UI programs requiring minimum qualifications less than those for regular admission to the University of Idaho. The Admissions Committee also hears appeals from disenrollment when that disenrollment is the result of the presentation of incomplete or false information on initial application as an undergraduate at UI. Decisions of this committee may be appealed as stated in 2500. (Similar applications for admission to the College of Graduate Studies are acted on by the Graduate Council, and its decisions may be appealed as stated in 2500; those for admission to the College of Law are acted on by that college’s Committee on Admissions, and its decisions may be appealed, in order, to the full faculty of the college and, when they consent to hear the appeal, to the president of the university and the regents.) [ed. 7-00]

A-1. This committee traditionally meets during the summer. [add. 7-08]

B. STRUCTURE. Three members of the faculty, director of counseling and testing center or designee, chair of Ubuntu or designee, a member of the American Language and Culture ProgramALCP faculty, and the following without vote: director of admissions (or designee), and a Student Support Services designee and a professional advisor. To assure a quorum alternates for the faculty positions are appointed by the chair of the Admissions Committee from a list of those who have previously served on the Committee. [rev. 7-97, 7-06, 7-08, 7-19 ed. 7-05, 4-12]
https://catalog.uidaho.edu/student-services/admission/

Admission to the University

- Application and First Year Admission Requirements
- Transfer Admission
- Readmission and Petition
- Dual Credit and Non-degree
- International Admission
- Transfer Credit Evaluation
- General Education Requirements for Transfer Students
- Graduate Admission
- Graduate Admission Categories
- Additional Information for International Students

Information about the undergraduate admission process and application forms are available from the Office of Admissions or online at www.uidaho.edu/admissions. Applicants for admission to the university must present satisfactory evidence of good character.

Application Procedures

All applicants for admission are required to submit:

1. The appropriate, completed application form (i.e., undergraduate, non-degree, or international). Failure to list all institutions attended or submission of inaccurate transcripts or other supporting documents as specified on the application form is considered fraud and subjects the applicant to immediate cancellation of his or her registration and/or dismissal from the university.

2. Official transcripts from the last high school and all colleges or universities attended. (See sections on first-year, transfer, non-degree, or international admission requirements for further details.) Transcripts submitted in support of an application must be official and must be sent directly to the Office of Admissions by the issuing institution. Transcripts received become the property of the university and cannot be returned, copied, or forwarded. Official transcripts must be signed by the registrar, superintendent, principal, or other authorized official of the school.

3. Applicants who are still in high school should apply during their senior year and should ask their high school counselor to send a copy of their current transcript and ACT or SAT scores to the Office of Admissions. If qualified, the applicant will be given an early notice of acceptance based on this record. Final acceptance will be granted when the university receives a final transcript mailed directly from the high school verifying that the applicant has graduated from a regionally accredited high school and has satisfied all admission requirements.

4. Scores from the College Board (SAT) or the American College Testing Program (ACT) if applying for admission to the freshman class. This includes transfer applicants with fewer than 14 transferable semester credits. International applicants are not required to submit ACT or SAT scores.

5. A non-refundable application fee of $60 for domestic applicants, $70 for international applicants, and $30 for applicants seeking readmission. Review of the application will be delayed until this fee is received. This fee is not charged to students applying for non-degree admission.
Application Deadlines. To provide time for evaluation and for notice of acceptance to reach the applicant, applications and credentials should be submitted to the Office of Admissions at least three weeks prior to the beginning of classes. International applicants have different deadlines (see "International Admission Requirements").

Priority Dates

Because funds are limited, to receive priority consideration for all available funds, student applicants must submit the Free Application for Federal Student Aid (FAFSA) to the federal processor by the priority date each year. The priority date for 2019-2020 is December 1. This priority date applies to incoming and continuing students, and students starting both fall and spring semesters. The link to the FAFSA page can be found on the Financial Aid homepage, https://www.uidaho.edu/financial-aid. In addition to the FAFSA, students who are new to the university must also have a complete application for admission on file by the December 1 priority date. Students who meet both priority dates will receive first consideration for funds for which they qualify. Students who do not meet both priority dates will still be considered for the guaranteed scholarship programs, Federal Pell Grants, and Federal Direct Loans which are available throughout the year.

Enrollment

Financial aid during the academic year is usually awarded in expectation of full-time enrollment: 12 credits per semester for undergraduate students, 10 credits per semester for law students, and 9 credits per semester for graduate students. If a student is receiving aid as a full-time student, he or she must be registered as a full-time student to receive the aid on the first day of class. Students are required to enroll full-time to receive scholarships, unless the donor specifies special circumstances allowing part-time enrollment. All students must enroll at least half-time (6 credits per semester for undergraduate students or 5 credits per semester for graduate and law students) to be eligible for Direct Loans. Students must be enrolled in the required number of credits through the 10th day of classes (census date) of the semester to continue receiving financial aid and scholarships for the semester. For federal loan eligibility determinations, the following enrollment classifications will be used. Undergraduate enrollment will be 6-8 credits for half-time, 9-11 credits for three quarter time, and 12 or more credits for full time. Graduate enrollment will be 5-6 credits for half time, 7-8 credits for three quarter time, and 9 or more credits for full time. Law enrollment will be 5-6 credits for half time, 7-9 credits for three quarter time, and 10 or more credits for full time.

Notification of Admission. When all of an applicant's credentials have been received and he or she has been found eligible, a letter of acceptance will be sent. Acceptance is granted for a specified semester or summer session. If an applicant does not register for the term for which he or she applied and was accepted, it will be necessary to file a new application if entrance at a later time is desired.

First-Year Admission Requirements

First-year applicants graduating from high school prior to 1995 must meet the requirements in effect for their graduation year. A degree-seeking applicant applying directly from high school or with fewer than 14 semester credits of transferable college work earned after high school graduation must:

1. Submit ACT or SAT scores.
2. Graduate from a regionally accredited high school with a combination of cumulative GPA\(^1\) and test scores\(^2\) as defined in the following table:

<table>
<thead>
<tr>
<th>High School GPA</th>
<th>ACT Composite</th>
<th>SAT EBRW + Math (March 2016 and after)</th>
<th>SAT Critical Reading + Math (pre-March 2016)</th>
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<td>3.00-4.00</td>
<td>Any test score</td>
<td>Any test score</td>
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<tr>
<td>2.60-2.99</td>
<td>15-36</td>
<td>830-1600</td>
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<td>1070-1600</td>
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<td>23-36</td>
<td>1140-1600</td>
<td>1070-1600</td>
</tr>
</tbody>
</table>

\(^1\) Unweighted

\(^2\) Written sections of the test not required for admission.

4. Complete specified high school courses with a minimum 2.00 GPA as listed below. A credit is defined as a course taken with a minimum of 70 hours of classroom instruction. A high school credit can be counted in only one category.

a. **English:** A minimum of 8 credits (4 years), selected from composition and literature courses or courses that integrate composition, language, and literature.

b. **Mathematics:** A minimum of 6 credits (3 years) including algebra I or applied math I, geometry or applied math II, and algebra II. An additional 2 credits are strongly recommended. Other courses may include probability, discrete math, analytic geometry, calculus, statistics, and trigonometry. **Four of the required mathematics credits must be taken in the 10th, 11th, and 12th grades.**

c. **Social Science:** A minimum of 5 credits (2 ½ years), selected from American government (state and local), geography, U.S. history, world history, psychology, sociology, and economics (consumer economics courses approved by the Idaho State Board of Education may be counted toward this requirement).

d. **Natural Science:** A minimum of 6 credits (3 years), selected from anatomy, biology, chemistry, geology, earth science, physical science, physiology, physics, zoology, and applied science courses jointly approved by the State Department of Education (SDOE) and the State Department of Professional-Technical Education (DSPTE) (maximum of two credits in this category). Ecology will count if SDOE approved. At least two credits must involve laboratory science experience. Note: A laboratory science course is defined as one in which at least one class period each week is devoted to providing students the opportunity to manipulate equipment, materials, or specimens; develop skills in observation and analysis; and discover, demonstrate, illustrate, or test scientific principles or concepts.

e. **Humanities/Foreign Language:** A minimum of 2 credits (1 year), selected from literature, history, philosophy, foreign language, fine arts, and interdisciplinary humanities (related study of two or more of the traditional humanities disciplines). These courses should emphasize history, appreciation, theory, analysis, and/or critique. History courses beyond those required for state high school graduation may be counted. Foreign language study is strongly recommended. Native American language (five Idaho tribes) may meet this requirement if taught by certified high school faculty.

f. **Other College Preparation:** A minimum of 3 credits (1 ½ years), of which no more than one credit may be in speech or debate (debate must be taught by a certified teacher). Other courses may
include studio/performing arts (art, dance, drama, and music) or foreign language (beyond any foreign language credit applied in the humanities/foreign language category). May include no more than two credits in SDPTE-approved classes in agricultural science and technology, business and office education, health occupations education, family and consumer sciences education, occupational family and consumer science education, trade, industrial, and technical education, and individualized occupational training.

Applicants with fewer than 14 semester hours of transfer credit completed after high school graduation must meet both first-year and transfer admission requirements, including submission of the required test scores. (See "First-Year Admission Requirements" above.)

Students who have participated in running start, dual credit or accelerated learning programs who concurrently enroll in college credit courses while still in high school need to meet first-year requirements for admission and submit all of the appropriate high school documentation regardless of the number of transferable credits completed. See First-Year Admission Requirements.

If a first-year applicant does not qualify for regular admission or satisfies one of the criteria below, he or she may apply to the Admissions Committee for consideration (see Applying to the Admissions Committee).

1. Graduates from a non-accredited high school,
2. Is home schooled,
3. Obtains a General Educational Development (GED) certificate,
4. Deserves consideration because of special circumstances (i.e. disadvantaged or minority status, delayed entry, returning veteran, a talented student wishing to enter college early, and/or similar situations).

Transfer Admission Requirements

Applicants who have been enrolled in other colleges or universities accredited by one of the regional accrediting agencies, such as the Northwest Commission on Colleges and Universities, and who have satisfactorily accumulated 14 or more transferable credits after high school graduation may be admitted with advance standing as transfer students.

In addition to a completed undergraduate admission application form, transfer applicants must submit the following credentials to the Undergraduate Admissions Office:

1. Official transcripts from each college or university previously attended. To be considered official transcripts must be mailed directly to the University of Idaho Undergraduate Admissions Office by the issuing institution. **Transcripts received become the property of the university and cannot be returned, copied or forwarded.**
2. Applicants with fewer than 14 semester hours of transfer credit since high school graduation must meet both first-year and transfer admission requirements, including submission of the required test scores. (See "First-Year Admission Requirements".)
3. Students participating in running start, dual credit or accelerated learning programs who are concurrently enrolled in college credit courses while still attending high school need to meet first-year requirements for admission and submit all the appropriate high school documentation regardless of the number of transferable credits completed. See First-Year Admission Requirements.

Transfer students are selected from those applicants who present a cumulative grade-point average of at least 2.00 (C) for all college-level study attempted in all accredited colleges attended, exclusive of courses for which credits are not allowed. Students transferring from out-of-state schools into the College of Engineering must have a cumulative grade-point average of at least 2.80. Admission of transfer students to the landscape architecture program will be based on GPA (typically limited to 2.5 or above), test scores (ACT/SAT), and a portfolio with a letter of intent submitted to the department.

Students admitted to the University of Idaho from other collegiate educational institutions must have complied with the academic regulations for continuance in the institution(s) that they have attended in addition to the academic regulations that are applied to students enrolled in this institution.

An applicant with previous college work who does not qualify for regular admission may also seek provisional acceptance by applying to the Admissions Committee for consideration (see Applying to the Admissions Committee).

Readmission Requirements

Students returning after two years from last attendance must complete an Application for Readmission and submit a $30 application fee and official transcripts from all colleges or universities attended since last enrolling at UI. (Also see regulation B-1) Application forms are available online at www.uidaho.edu/admissions.

Returning students who were not in good academic standing when they left the university need to submit the above materials and follow the appropriate reinstatement procedures as stated in regulation L-4. Contact the Admissions Office for more information (208-885-6326, admissions@uidaho.edu).

Applying to the Admissions Committee

Applicants who do not qualify for admission to the University of Idaho may petition the Admissions Committee. Such applicants must submit to the Undergraduate Admissions Office an application for admission, the appropriate fee, all required official transcripts and test scores, three signed letters of recommendation, and a written statement from the student that includes the student’s goals, educational and/or professional objectives, an explanation of past academic performance, information and/or documentation regarding any extenuating circumstances, and any other information the student wishes to have considered, and a signed written statement of the student’s objectives. This information should be received in the Undergraduate Admissions Office by August 1 for fall semester and December 1 for spring semester.

Students admitted through the Admissions Committee may be granted regular or provisional admission and will be subject to the regulations on academic probation, disqualification, and reinstatement (see regulation L). The Admissions Committee may assign provisionally admitted students a primary advisor. These students, while on provisional status, will need this advisor’s approval before registering and
when making any changes to their registration. They may be required to attend pre-academic planning within an office or a program of the University.

Freshmen admitted provisionally may change to regular admission status upon satisfactory completion of 14 credits, 12 of which must be in four different categories of the general education requirements (see regulation J-3). Regular admission status must be attained within three semesters or the student will be dismissed, subject to the Admissions Committee's appeal procedures.

Transfer students admitted provisionally must enroll on probation, meet all conditions imposed by the committee, and complete the first semester with at least a 2.00 grade-point average or they will be dismissed, subject to the Admissions Committee's appeal procedure.

**NOTE: THERE ARE NO CHANGES TO THE SUBSEQUENT SECTIONS OF THE ADMISSIONS SECTION OF THE CATALOG**
Existing Text:

**E-5-b. Replacing a Grade by Repeating a Course**

A student who has received a D or F in a course at UI may repeat the course at the UI provided credit has not been earned in a more advanced vertically related course in the same subject area. Although all grades remain on the record, the first repeat will replace the grade and credit earned initially in the course. The second and subsequent repeats of the same course will be averaged in the student’s institutional GPA. See the College of Law section for the exception to this regulation applicable to students in that college.

Proposed Text:

**E-5-b. Replacing a Grade by Repeating a Course**

**Repeating a Course for Grade and Grade Point Average Improvement**

An undergraduate student may repeat a course for grade and grade point average improvement. Although all grades remain on the record, the most recent grade received will be calculated within the student’s grade point average and credit earned in the course. Courses taken at other institutions will not qualify for repeat status unless the student can provide the Registrar’s Office written proof from the appropriate UI department that the courses involved were equivalent or the course has already been evaluated by the academic department as equivalent. Enrollment for a repeated course beyond the third attempt require permission by the student’s college.

A graduate student may repeat a course in which a grade of ‘C’ or lower has been earned only upon specific recommendation by the student’s advisory committee and with approval of the Dean of the College of Graduate Studies. All grades will remain on the student record. The grade earned in the repeated course will be used for grade point calculation. Enrollment will not be allowed for a third repeat attempt. Courses numbered 500, 501, 502, 503, 504, 597, 598, 599, 600, 601, 603, 604, and 698 may be repeated but not for grade replacement.

See the College of Law section for the exception to this regulation applicable to students in that college.
All policies must be reviewed, approved, and returned by the policy sponsor, with a cover sheet attached, to ui-policy@uidaho.edu.

Faculty Staff Handbook (FSH)
X Addition □ Revision* □ Deletion* □ Emergency □ Minor Amendment
Chapter & Title: FSH 3175 Financial Stewardship Responsibilities

Administrative Procedures Manual (APM)
□ Addition □ Revision* X Deletion* □ Emergency □ Minor Amendment
Chapter & Title: APM 25.01 Financial Stewardship Responsibilities

*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using “track changes.”

1. Policy/Procedure Statement: Briefly explain the reason for the proposed addition, revision, and/or deletion to the Faculty Staff Handbook or the Administrative Procedures Manual.
   Text revised to align with the current structure and expectations related to financial stewardship, and section moved from APM to FSH as part of ongoing effort to house policy in FSH and procedures in APM.

2. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?
   None.

3. Related Policies/Procedures: Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.
   Part of comprehensive revision of APM 25.01 through 25.05

4. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.
   If not a minor amendment forward to: ___________________ 

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Originator (see FSH 1460 C) Trina Mahoney ____________________________________________________________________________ 3/27/20
Name tmahoney@uidaho.edu
Telephone

Policy Sponsor, if different from Originator: Brian Foisy ____________________________________________________________________________ 3-30-2020
Name

Reviewed by General Counsel X Yes ___ No Name & Date: Kent Nelson 4/16/20

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FSH 3175

25.01 -- Financial Stewardship Responsibilities

Last updated August 3, 2005

Preamble: This section formerly resided in the Administrative Procedures Manual as APM 25.01. In 2020 it was moved to FSH 3175.

A. General. Unit administrators of the university’s financial resources are identified as financial stewards. They are responsible for implementing, maintaining, and following proper administrative and accounting procedures, and for complying with all relevant governmental and regulatory requirements. In addition, unit administrators are required to certify an understanding the University’s Statement of University Financial Resource Stewardship. (See Section B below) (Also see APM Chapters 10.00, 20.00, 45.00, 50.00, 55.00, 65.00, and 70.00)

As financial stewards, fundamental oversight responsibilities include: As the Chief Financial Officer for the university, the Vice President for Finance and Administration and his or her designees within the Division of Finance and Administration are responsible for managing the overall financial resources for the university. This includes providing leadership in budget and financial accountability, policy, systems and reporting, as well as internal controls in cooperation with Internal Auditing Services.

All individuals involved with management of financial resources, including those within individual units, are responsible for:

A-1. Complying with Policy and Procedures. Learning, following and upholding financial policies and procedures established by the University.

A-2. Maintaining Adequate Records. Maintaining processes and procedures in accordance with record-keeping requirements established by the University.

A-3. Creation of Budgets. Contributing to or constructing budgets based on a thorough analysis of need while complying with any applicable guidelines and instructions issued by the Division of Finance and Administration.

A-43. Ensuring Budget Compliance. Expending or committing any funds within approved University budgets using appropriate financial, accounting, purchasing and other approved
University procedures, and maintaining records appropriate to these transactions.

**A-54. Monitoring Current Budget or Fund Status.** Monitoring current expenditures and revenues regularly for budgeting and accountability purposes.

**A-65. Ensure Proper Salary and Wage Payments.** Reconciling reports of time and effort to assure correct payment of salaries and wages to employees, including leave and overtime.

**A-6. Substantiate Creation of Budgets.** Contributing to or constructing budgets based on a thorough analysis of need while complying with any applicable guidelines and instructions issued by the UI Institutional Planning and Budget Office, Division of Finance and Administration.

**A-7. Ensure Adequate Internal Controls.** Implementing basic management controls, including segregation of duties to maintain appropriate checks and balances, in order to ensure that transactions are appropriately executed and recorded and expenditures disbursements have a valid business purpose and are necessary and reasonable.

**A-8. Correcting Internal Control Weaknesses.** Correcting management internal control weaknesses that could lead to noncompliance with fiscal policies, waste, misuse, misappropriation, or destruction of assets, including data and data integrity.

**A-9. Reporting Improprieties.** Reporting to the Director of Internal Audit, Internal Audit Services, all suspected or known (a) misappropriation of assets, (b) misuse of University property, facilities or equipment, (c) falsification of financial records or reports, (d) unauthorized or improper destruction of assets (including data and data integrity) and (e) conflicts of interest.

**A-10. Ensure Confidentiality and Safeguarding of Sensitive Information.** Maintaining the confidentiality of University financial information as required.

**A-11. Ensure Accountability and Compliance.** Performing periodic internal reviews to ensure continued compliance with University financial policies and administrative and accounting procedures.
**A-12.** Ensure Proper Computer Security. **Maintaining systems security and a secure computer environment for financial and other University records.**

**A-13.** Monitor for Potential Conflict of Interest. **Identifying potential conflicts of interest and taking effective action to avoid or prevent these conflicts.**

**B. Procedure.** Unit administrators of the university’s financial resources are responsible for familiarity with these particular financial stewardship responsibilities. In conjunction with these responsibilities is a requirement to certify understanding of such policy and procedures. Specifically, unit administrators will: **The Division of Finance and Administration is responsible for developing and making available guidance on budget and financial accountability, policy, systems and reporting. Unit administrators are responsible for familiarity with the above financial stewardship responsibilities and should ensure that introduction to these policies is included in the training of staff with financial duties.** The annual performance evaluation for individuals involved with management of financial resources should include an evaluation of compliance with this policy.

**B-1.** Certify Understanding of the Institution’s ‘Statement of University Financial Resource Stewardship’. Specifically, unit administrators having responsibility for a Departmental Code (roll-up), as identified in Banner (financial reporting system), are required to certify their understanding of Statement of University Financial Resource Stewardship.

**B-2.** Supervisory Review and Signature Required. Unit administrators will review the Statement of University Financial Resource Stewardship with their supervisor, sign, retain a personal copy, and file a copy in the departmental personnel file.

**B-3.** Annual Performance Review. The annual performance evaluation for the above identified responsible unit administrators will include an evaluation of compliance with the requirements of the Statement of University Financial Resource Stewardship.

**C. Forms.** See attached Statement of University Financial Resource Stewardship.

**D. Information.** For additional information regarding financial stewardship responsibilities, contact the Office of the Vice President for Finance and
Administration at 885-6174. In addition, the following references are provided for information purposes:

D-1. **UI Executive Council.** Executive Council agenda item 2003-0011, Improved Management Controls over Deficit Spending.


D-3. **Miscellaneous References.** There are other professional organizations that outline specific ethical conduct relative to the profession. Review of the following websites is encouraged:


iii). **Council-on-Governmental-Regulations (COGR)**, [http://www.cogr.edu](http://www.cogr.edu)
# University of Idaho

## POLICY COVER SHEET

For instructions on policy creation and change, please see [www.uidaho.edu/governance/policy](http://www.uidaho.edu/governance/policy).

All policies must be reviewed, approved, and returned by the policy sponsor, with a cover sheet attached, to [uofi-policy@uidaho.edu](mailto:uofi-policy@uidaho.edu).

### Faculty Staff Handbook (FSH)

- **Addition**
- **Revision**
- **Deletion**
- **Emergency**
- **Minor Amendment**

Chapter & Title: ____________________________

### Administrative Procedures Manual (APM)

- **Addition**
- **Revision**
- **Deletion**
- **Emergency**
- **Minor Amendment**

Chapter & Title: **Current**: 26.02 Controls over Deficit Spending  
**Revised**: 26.02 Financial Balance Management

*Note: If revision or deletion, request original document from [uofi-policy@uidaho.edu](mailto:uofi-policy@uidaho.edu). All changes must be made using “track changes.”

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<th>Trina Manoney</th>
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Telephone Email

Reviewed by General Counsel X Yes No Name & Date: __Kent Nelson 4/6/20__

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1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion to the Faculty Staff Handbook or the Administrative Procedures Manual.

2. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?

   None

3. **Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.

   This revision addressed deficit and reserve policy formerly in APM sections 26.03, 26.04 and 26.05 so these are proposed to be deleted.

4. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to: ________________________

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### Policy Coordinator

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Register: [Office Use Only]
25.02 -- Controls over Deficit Spending

Financial Balance Management

Last updated August 3, 2005

A. General: This procedure is intended to prevent the accumulation of deficits from year to year and outlines responsibilities related to balance management including but not limited to deficits and reserve or other balance requirements as established by the University. All fund types are subject to "Controls Over Deficit Spending". In addition, this procedure is based on the principle of materiality and a defined "material deficit," which directs the level of management oversight of the Responsibility Center Management (RCM). For further background please see Executive Council item EC 2003-0011. [Link TBP]

A-1. Fund Types Subject to Controls Over Deficits Covered by This Policy. All fund types are covered by this policy. Fund type generally is defined by its revenue source (e.g., appropriated revenue or local revenue). The method of control may vary depending on the fund type. Funds types include, but are not limited to the following: All operating funds, with the exception of sponsored programs and service centers, as well as unexpended plant (capital project) and renewal and replacement funds are covered by this policy.

i) U1, D1, D2, D8, General Education and other State Appropriations
   ii) X1 and X2, Auxiliary Enterprises
   iii) U3, Local Service
   iv) U7, Special Local Service
   v) U4, Gift/Donations orgs.
   vi) D3, Scholarship, restricted
   vii) D4, Grants and Contracts
   viii) U5, Scholarship, unrestricted
   ix) Z3, Agency
   x) Px, Plant and capital

A-2. Definition of Deficit. "Material Deficit" for Fund Types U1, D1, D2, D3, D4, and D8. A negative budget balance for fund types managed by budget balance or a negative fund balance for fund types managed by fund balance. Please contact the University Budget and Planning Office if you have questions regarding how a particular fund type is managed.

a. Any fiscal year-end deficit balance, regardless of amount, at the Level 3 Org level (as defined by the Banner organization hierarchy) for appropriated fund types (10, 20 and 24 as of this policy but please contact the University Budget and Planning Office to verify if needed) and the centrally allocated fund type (11). Any fiscal year-end deficit balance at the individual fund level in excess of $5,000 for all other fund types, excluding Sponsored Programs (fund type 22).

b. Please see APM Section 45 for policies and procedures related to Sponsored Programs (fund type 22).

c. Please see APM Section 20.20 for policies and procedures related to Service Centers (fund type 15).

The accumulation of deficits within appropriated and/or grant and contract funds are not allowed and thus a material deficit cannot exist. The UI Institutional Planning and Budget Office (IPBO) is responsible for oversight of appropriated funds and Business and Accounting Services is responsible for oversight of grant and contract funds.

A-3. Definition of "Material Deficit" for Fund Types Px, X1, X2, U3, U4, and U7. For purposes of establishing 'controls' over deficit spending, material deficits are defined for Prior Accumulated Deficits (existing as of June 30, 2002), and Current Period Deficits (any fiscal period after June 30, 2003). Specifically,

i) Material Deficits at June 30, 2002, (Prior Accumulated Deficits). At the RCM level, a single fund with an accumulated deficit of $25,000 or more is considered material. (See APM 25.03)

ii) Material Deficits after June 30, 2002, (Current Operating Deficits). A current fiscal year operating deficit is considered material if (a) it exceeds 5% of current year operating expenses; or (b) is greater than $9,999.99. (See APM 25.04)

iii) Scholarship and Agency Funds. Scholarship and agency funds (D3, U5 and Z3) are addressed in separate sections of the APM [Link TBPer].

B. Procedure – Operating and Renewal and Replacement Funds
**B-1. Individual Units.** It is the responsibility of each unit to routinely review fund or budget balances, to resolve deficit balances not due to timing within a reasonable timeframe and no later than fiscal year end, and to adhere to any reserve or other balance requirements as established by the university.

**B-2. Division of Finance and Administration.** It is the responsibility of the University Budget and Planning Office or the office designated by the Vice President for Finance and Administration to communicate to campus current expectations and procedures used to implement this policy. These communications may include deficit reporting plans and other university actions aimed at managing university financial resources, including but not limited to the establishment of minimum balances or reserve targets.

The University Budget and Planning Office or other designated office will run periodic mid-year and fiscal year-end balance reports and identify deficit balances or balances not meeting established balance or reserve requirements. These reports will be distributed to unit executives (vice presidents and president) with the expectation that units will work to resolve deficits prior to fiscal year end or to meet balance or reserve requirements. The frequency of mid-year report generation and distribution is at the discretion of the Vice President for Finance and Administration.

Final reports of all balances will be generated after fiscal year-end closing with remaining material reportable deficits or balances not meeting balance or reserve requirements highlighted. These reports will be distributed to the Vice President for Finance and Administration as well as the unit executives (vice presidents and president). Each executive office will be responsible for working with individual units to gather and approve the following:

---

1. Explanation of timing issues, or
2. Resolution plans for all material reportable deficits not due to timing, and,
3. Resolution plans for all balances not meeting balance or reserve requirements should such requirements extend to the following fiscal year.

The Vice President for Finance and Administration should be notified of any approved resolution plans which extend beyond the next fiscal year end. Failure on the part of responsible units to reach resolution in accordance with approved resolution plans will result in the
C. Procedure – Capital Project Funds (Fund Type 90)

C-1. Individual Units. It is the responsibility of the unit(s) sponsoring a capital project to provide project funding prior to any expenditures or expenditure commitments. A project may be funded in phases, but full funding for each phase must be in place prior to implementation. Exceptions must be approved by the Vice President for Finance and Administration or his/her designee.

C-2. Division of Finance and Administration. It is the responsibility of the University Budget and Planning Office or the office designated by the Vice President for Finance and Administration to review all capital project fund balances on a routine basis. The University Budget and Planning Office or other designated office will work with units throughout the fiscal year to ensure any material reportable deficits are resolved. The Vice President of Finance and Administration and the executive overseeing the unit will be notified of any unresolved material reportable deficit which does not have prior approval (see C.1).

D. Information. For additional information on budget management, reporting processes, or current reserve or balance requirements, please contact the University Budget and Planning Office at budget@uidaho.edu.

C. Information and/or Training Support. Upon implementation of new policies and procedures relating to controls over deficits, employee training will be provided for purposes of establishing controls over deficit spending. Recognizing that these policies and/or procedures are dynamic in their response to changing management practices, no specific training programs are outlined per se. The Division of Finance and Administration (DFA) and IPBO are responsible for delivering initial training programs, which will consist of, but not be limited to the following components.

Program training relating financial condition and stewardship and associated impacts of deficit spending.
Report interpretation (e.g., elements, math, and purpose).

Data mining, report generation, warehouse access, and Banner training.

Reporting timelines, due dates, etc.

Ongoing training and refresher sections.
All policies must be reviewed, approved, and returned by the policy sponsor, with a cover sheet attached, to uofi-policy@uidaho.edu.

Faculty Staff Handbook (FSH)
- Addition
- Revision
- Deletion
- Emergency
- Minor Amendment

Chapter & Title: ________________________________

Administrative Procedures Manual (APM)
- Addition
- Revision
- Deletion
- Emergency
- Minor Amendment

Chapter & Title: 25.03 Operating Deficits - Prior Accumulated Material Deficits

*Note: If revision or deletion, request original document from uofi-policy@uidaho.edu. All changes must be made using "track changes."

Originator (see FSH 1460 C) Trina Mahoney 10/30/2019

Name t mahoney@uidaho.edu

Policy Sponsor, if different from Originator

Name 2-0-20

Reviewed by General Counsel X Yes _No Name & Date: Kent Nelson 4/6/20

1. Policy/Procedure Statement: Briefly explain the reason for the proposed addition, revision, and/or deletion to the Faculty Staff Handbook or the Administrative Procedures Manual.

   Part of revision to all deficit policy sections - revise and consolidate under 25.02 (no need for separate policy for prior year, current year)

2. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?

   None

3. Related Policies/Procedures: Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.

   25.03, 25.04 & 25.05 will be deleted with all deficit policy information in a revised version of 25.02.

4. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to: ___________________
A. **General.** This procedure establishes guidelines for developing a Prior Accumulated Material Deficit Retirement Plan (the Plan) and identifies procedures and accountability measures used to address the management of material deficits. For further policy information see Executive Council item EC 2003-0011. [Link TBP]

A-1. **Effective Period.** This procedure shall remain in effect until June 30, 2006, or until such time as all prior deficits are retired, whichever comes last.

B. **Procedure.** Responsibility Center (RC) Managers are responsible for developing a Prior Accumulated Material Deficit Retirement Plan. This Plan should address the following issues:

B-1. **Modification of Fiscal 2003 Deficit Plans.** During FY 2003, the Institutional Planning and Budget Office (IPBO) requested RC Managers to submit plans addressing deficits of $25,000 or greater as of June 30, 2002. These plans should be modified and incorporated into the Prior Accumulated Material Deficit Retirement Plan as required by this section.

B-2. **FY 2004 Planning.** Procedures for preparing FY 2004 Prior Accumulated Material Deficit Retirement Plans are as follows:

i) **Purpose.** The purpose of the Plan is to provide formal documentation that defines repayment terms and the retirement of material deficits accumulated as of June 30, 2002, for each fund within each RC. At least one annual installment will be required to be made no later than May 31st of each fiscal year.

ii) **Plan elements.**

- Date certain: A deadline for final payment.
- Revenue sources: Identification of revenue sources for repayment.
- Repayment periods: Established periodic payment dates.

iii) **Deadline.** All material deficits must be retired no later than June 30, 2006.

iv) **Plan Resources.** Any unrestricted source of revenue may be identified to retire deficits. Multiple repayment sources may be identified.
v) **Plan Submission.** Plans and accompanying documentation must be completed by January 31, 2004, and submitted to the IPBO. Plans will be reviewed and then forwarded to the Finance and Business Affairs Committee for their review.

vi) **Plan Review.** The Finance and Business Affairs Committee shall review all Plans for compliance with applicable criteria and provide feedback to the RCM. Plans may be returned to the RCM if unacceptable or additional information is needed.

vii) **Plan Approval.** The Finance and Business Affairs Committee shall forward approved plans to the President for their signature.

viii) **Plan Format.** See attached memorandum of understanding (MOU) sample, Prior Accumulated Material Deficit Retirement Plan.

B–3. **Monitoring the Retirement of Prior Accumulated Material Deficits.**

i) **Assessment:** The annual installment for retiring prior deficits will be transferred by each RC Manager no later than May 31st of each year.

ii) **Progress Reports.** Each RCM shall submit a yearly progress report to IPBO who will review and forward to the Finance and Business Affairs Committee. Plan progress reports shall be due August 15th of each year.

C. **Accountability Measure.** Each RC Manager’s annual performance evaluation shall include an assessment of financial management performance. One indicator of performance is the progress made on retiring prior accumulated deficits and will be measured by the terms defined in each Plan.

D. **Information.** For additional information regarding preparation and submission of the Plan, contact IPBO at (208) 885-6718.
All policies must be reviewed, approved, and returned by the policy sponsor, with a cover sheet attached, to uofipolicy@uidaho.edu.

Faculty Staff Handbook (FSH)
- Addition
- Revision
- Deletion
- Emergency
- Minor Amendment

Chapter & Title: ____________________________

Administrative Procedures Manual (APM)
- Addition
- Revision
- Deletion
- Emergency
- Minor Amendment

Chapter & Title: 25.04 Operating Deficits - Current Year

*Note: If revision or deletion, request original document from uofipolicy@uidaho.edu. All changes must be made using "track changes."

Originator (see FSH 1460 C) Trina Mahoney

Name: ___________________________________________ Date: ____________

Telephone: ___________________________ Email: t.mahoney@uidaho.edu

Policy Sponsor, if different from Originator

Name: ___________________________________________ Date: ____________

Telephone: ___________________________ Email: ___________________________

Reviewed by General Counsel X Yes No Name & Date: Kent Nelson 4/16/20

1. Policy/Procedure Statement: Briefly explain the reason for the proposed addition, revision, and/or deletion to the Faculty Staff Handbook or the Administrative Procedures Manual.

Policy: ___________________________ Date: ____________

Policy Coordinator

Appr. & Date:

[Office Use Only]

FSH

Appr. ___________________________

FC ___________________________

GFM ___________________________

Pres./Prov. ___________________________

[Office Use Only]

Track # ___________________________

Date Rec.: ___________________________

Posted: t-sheet ___________________________

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Register: ___________________________

APM

[Office Use Only]

F&A Appr.: ___________________________

[Office Use Only]
A. **General.** This policy and procedure addresses (1) Individual organization (Org) deficits that occur within the fiscal year, (2) Reports used for executive level monitoring and oversight, and (3) The process for resolving operating deficits. This section applies to all current year operating deficits, in contrast to APM 25.03, which addresses the retirement of prior accumulated material deficits.

A-1. **Current Year Operating Deficits.** Current year operating deficits are not acceptable for any Fund within any Fund Type. Nevertheless, operating deficits may occur during the operations of a fiscal year. Exception reports will be created for monitoring by Responsibility Center and Executive level managers.

A-2. **Expense Patterns.** Since current year operations are dynamic, expense patterns of each Fund are used as the benchmark for identifying and reporting current operating deficits. There are two reporting thresholds:

i) Current-year operating deficits exceeding 5% of current year operating expenses.

ii) Any deficit less than 5% of current year operating expenses, but greater than $9,999.99, i.e., $10,000.00 and greater.

B. **Procedures.**

B-1. **Non-Sufficient Funds (NSF).** NSF checking through Banner is available for all Organizations and will continue to be the primary tool for checking expense budget availability. If expense budget is not available, the expenditure may not be allowed. Banner’s capability for performing this check is facilitated through the Budget Office.

B-2. **Exception Reporting.** Exception reports are created based on criteria identified in the following sections and are available based on Organization security from Banner at anytime. No further action is required if a Fund is not reported as an exception.

i) Exception Reports are not created for appropriated and grant funds (Fund Types U1, D1, D2, D4, D8). Appropriated funds are controlled by the Institutional Planning and Budget Office (IPBO) and by definition cannot be overspent. Business and Accounting Services (BAAS) is responsible for grant and contract funds oversight.
ii) Fund Balance Reporting, (Fund Types X1, X2, D3, U3, U4, U7). Individual fund balances will be monitored to assess each Fund’s financial condition. This process compares current year actual revenues to actual expenses, which results in either a positive or negative contribution to the prior year ending fund balance. Only those meeting the 5% or $10,000 threshold will be reported, (the exception). (Note, encumbrances are treated as expenses.)

iii) Revenue Monitoring, (Fund Types X1, X2, D3, U3, U4, U7). In addition to NSF checking and Fund Balance Reporting, these fund types, (auxiliary and local service), will have revenue budgets monitored against actual cash receipts. This process provides a clear view of revenue activity and whether enough revenues are being generated to support budgeted expenses.

B-3. Impact of Reporting Inventory. Units that book and carry a physical inventory, (e.g. Idaho Press & Chemistry Stores), may not recognize inventory as cash (liquid) for purposes of these reports.

B-4. Remedial Actions. The following actions are required for current operating deficits:

i) Correcting Deficits. RCs are expected to correct deficits without additional administrative action. RC’s can decrease expenses or increase revenues, freeze the activity or take other actions within their control to eliminate a deficit.

ii) Bridging Fiscal Years. Any RC that has a revenue timing situation in which revenues lag expenses and is expected to span fiscal years; must report this in the status report identified below.

iii) Exception Reports. All RCs for which an exception report (See B-2(ii) above) has been generated shall prepare a report regarding the RC’s plan to eliminate the deficit by year-end. The report shall include the following elements:

a. Purpose, a brief description of the activity

b. Specific action, (e.g. decrease expenses or increase revenues)

c. Other courses of action including cessation of operation

d. Plan to carryover deficit, (receivables to cover, should be booked)

e. Include other supporting documentation as necessary
iv) Report Reviews. Reports are submitted to BAAS and IPBO who are responsible for reviewing RC reports on material operating deficits. BAAS and IPBO will appoint two-member teams to meet with each responsibility center manager or designee to discuss remedial actions prior to forwarding to the Finance and Business Affairs Committee with recommendations.

B-5. Clearing All Deficits. In addition to material current year operating deficits, all deficits, regardless of size, (those under 5% or $10,000), must be cleared by fiscal year-end.

C. Sample Form. See attached Remediation Report – Current Year Operating Deficits.

D. Information. For additional information regarding current year operating deficits, contact either IPBO at (208) 885-6718, or BAAS at (208) 885-2719. Also, see Executive Council item EC 2003-0011.
For instructions on policy creation and change, please see www.uidaho.edu/governance/policy.

All policies must be reviewed, approved, and returned by the policy sponsor, with a cover sheet attached, to uofi-policy@uidaho.edu.

Faculty Staff Handbook (FSH)
- Addition □ Revision* □ Deletion* □ Emergency □ Minor Amendment

Chapter & Title: ________________________________

Administrative Procedures Manual (APM)
- Addition □ Revision* □ Deletion* □ Emergency □ Minor Amendment

Chapter & Title: 25.05 Establishing Required Cash Reserve Targets

*Note: If revision or deletion, request original document from uofi-policy@uidaho.edu. All changes must be made using “track changes.”

Originator (see FSH 1460 C) Trina Mahoney

Telephone

Policy Sponsor, if different from Originator

Reviewed by General Counsel X Yes No Name & Date: Kent Nelson 4/16/20

1. Policy/Procedure Statement: Briefly explain the reason for the proposed addition, revision, and/or deletion to the Faculty Staff Handbook or the Administrative Procedures Manual.

2. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?

   None

3. Related Policies/Procedures: Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.

   25.03, 25.04 and 25.05 will be deleted, with all deficit policies in a revised version of 25.02.

4. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to:

Policy Coordinator

FSH

Appr. ____________
FC ____________
GFM ____________
Pres./Prov. ____________

Track # ____________
Date Rec.: ____________
Posted: t-sheet ____________
h/c ____________
web ____________
Register: ____________

APM

F&A Appr.: ____________

[Office Use Only]

[Office Use Only]
A. General: Responsibility Center Managers shall establish appropriate cash reserves at the Responsibility Center (RC) level. Cash reserves are considered necessary because of the volatility in certain revenue generating activities to guard against economic downturns and other unexpected situations. Establishing a prudent reserve policy increases institutional net assets as well as creating greater financial strength and flexibility. (See APM 25.xx)

A-1. Cash Reserves Should Relate to Expenses. Annual expense activity demonstrates what is required for a unit to carry out its business. Expenses, rather than revenues, are better indicators of operating size or activity since they are typically less volatile and under direct management control. Accordingly, expense activity is the basis for determining appropriate cash reserve levels.

A-2. Target Cash Reserves at Five Percent (5%) of Expenses. Each RC cash reserve benchmark will be based on a rolling average of expenditures from the previous three years. The cash reserves should then be targeted at 5% of the average expenditure benchmark.

B. Procedures. Responsibility Centered Managers are responsible for developing cash reserves. These reserves should comply with the following criteria.

B-1. General Education and Other State Appropriations (Fund Types U1, D1, D2, D8). Unit administrators of appropriated funds are encouraged to maintain a level of cash reserve suitable for the unit for consideration of factors affecting state appropriations such as holdbacks, economic downturns and legislative decision-making. This balance may exceed the recommended 5% of average expenditures.

B-2. Gift/Donations (U4) Scholarships, Restricted (D3) and Grants and Contract (D4). These fund types are not required to maintain cash reserves.

B-3. Auxiliary and Local Services, (Fund Types X1, X2, U3, U4, U7). These fund types will establish cash reserve balances as a sound business practice. Specifically, the following criteria is identified for adequate cash reserves:

i) Rolling Average of Expenditures. Each RC cash reserve is based on a rolling average of expenditures from the previous three years.

ii) Required Cash Reserve. The target reserve (benchmark) balance is established with cash, not inventory or accounts receivable not booked, (accruals).

iii) Target Cash Reserve at 5%. The minimum reserve is targeted at 5% of the previous three-year average expenditure benchmark.

iv) Exceed Minimum Cash Reserves When Prudent. A greater minimum reserve may be established if activities are exceptionally volatile or other circumstances justify such.
v) Cash Reserves Required by June 30, 2006. Each RC shall be responsible for creating cash reserves at the 5% level by the end of fiscal year 2006.

vi) Adjusting Cash Reserve Balances. Ensuing cash reserve benchmarks will be adjusted to reflect the impact that current year expenditures have to the rolling three-year average.

B-4. Intervention and Remedial Actions: Annually, the Institutional Planning and Budget Office (IPBO) will report progress to the President on cash reserves. Throughout the year the RCs shall monitor their cash reserve accumulation toward their respective targets.

i) Required Reporting of Cash Reserve Deficiencies. If an RC fails to make progress in meeting the target, the RC will provide a plan to the President identifying the method and date certain the reserve accumulation will be back on schedule, but the June 30, 2006, target deadline must be met.

B-5. Annual Update of Average Expenditure Level. IPBO will create an annual report recalculating the rolling three-year average of expenses and advise each RC of their revised cash reserve target.

C. Information. For additional information regarding establishment of cash reserve budgets contact IPBO at (208) 885-6718. Also, see Executive Council item EC 2003-0011.
POLICY COVER SHEET

For instructions on policy creation and change, please see https://sitecore.uidaho.edu/governance/policy.

All policies must be reviewed, approved, and returned by the policy sponsor, with a cover sheet attached, to ui-policy@uidaho.edu.

Faculty Staff Handbook (FSH)
☐ Addition  ☐ Revision*  ☐ Deletion*  ☐ Emergency  ☐ Minor Amendment
Chapter & Title: FSH 3920 Dismissal and Discipline of Exempt Employees

Administrative Procedures Manual (APM)
☐ Addition  ☐ Revision*  ☐ Deletion*  ☐ Emergency  ☐ Minor Amendment
Chapter & Title: APM 40.29 Campus Advertising/Posting/Temporary Signage

*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using “track changes.”

Originator (see FSH 1460 C) Diane Whitney, Policy Coordinator     4/14/20

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Policy Sponsor, if different from Originator:
Name    Date

Reviewed by General Counsel   X Yes   ____No    Name & Date: Kent Nelson 4/14/20

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion:

   This revision is needed to bring FSH 3920 into alignment with RGP II.L. The most significant change is the deletion of provisions providing for appeal to the Board, which is explicitly prohibited by Board policy. Other changes were made for clarity, to add citations, eliminate redundant language, etc.

2. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?

   None.

3. **Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.

   None.

4. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

   Effective immediately.

If not a minor amendment forward to: ___________________________________________
DISMISSAL AND DISCIPLINE OF EXEMPT EMPLOYEES

PREAMBLE: This section outlines the procedures for the dismissal of exempt employees who are being dismissed before the end of their current term of appointment. For historical background, see 3910. Unless otherwise noted, the text is as of July 1996. The whole of the policy was substantially revised July 2002. Further information may be obtained from Human Resources (208-885-3638). [ed. 7-97, 7-01, 7-02, 9-06, 12-07]

CONTENTS:
A. Regents’ Authority
B. Administrative Leave
C. Procedures Related to Discipline and Dismissal
D. Regents Appeals

A. REGENTS’ AUTHORITY [AND DEFINITION OF ADEQUATE CAUSE]

All exempt employees of the regents university are subject to discipline, up to and including dismissal, for adequate cause. "Adequate cause" as defined by Board of Regents policy means one (1) or more acts or omissions which, singly or in the aggregate, have directly and substantially affected or impaired an employee’s performance of his professional or assigned duties or the interests of the Board of Regents, university or the university. In addition, any conduct seriously prejudicial to the Board, an institution, agency, school or officers or the university may constitute adequate cause for discipline, up to and including dismissal. Examples include, but are not limited to, one or more instances of sexual harassment or other form of harassment prohibited by law; immorality; criminality; dishonesty; unprofessional conduct; actions in violation of policies, directives, or orders of the Board, an institution, agency, school or officers or the university; unsatisfactory or inadequate performance of duties; or failure to perform duties. RGP II.1.3.

B. ADMINISTRATIVE LEAVE.
An exempt employee may be placed on administrative leave with pay until final action is taken by the department administrator or in the case of dismissal, by the president. [ed. 12-07]

C. PROCEDURES RELATED TO DISCIPLINE AND DISMISSAL. In each case, the issue of whether or not adequate cause for discipline, termination or dismissal exists is to be determined by an equitable procedure, affording protection to the rights of the exempt employee and to the interests of the state of Idaho and the regents and the university. [ed. 12-07]

C-1. Departmental, Division, and College Action. When reason arises to question the fitness of an exempt employee the question arises as to whether adequate cause exists for discipline or dismissal, the immediate supervisory officer discusses the matter with the employee in a confidential personal conference. It is the duty of the immediate supervisor and the exempt employee to make a good faith effort to correct any and all deficiencies in the exempt employee’s performance. A good faith effort must be made to identify and resolve performance problems at the lowest administrative level. [ed. 12-07]

C-2. University Action. If problems are not resolved, disciplinary action may be initiated using the following procedure.

a. The department administrator shall provide the employee with written notice of the contemplated discipline and specify a period of time during which the employee shall have the opportunity to respond in person or in writing.

b. The employee may respond or decline to respond affirmatively or through inaction.

c. After considering the employee’s response, if any, the department administrator may impose discipline or, in the case of dismissal, recommend dismissal to the president.
d. If there is a recommendation to dismiss, the president or his or her designee must notify the employee in writing. Such notice may be personally served upon the employee, or be sent by first-class mail, postage pre-paid, to the employee at the last known address on file for the employee. If the disciplinary action is other than dismissal, the department administrator provides the notice in the same way. The notice must contain a concise statement of the reasons for and nature of the discipline.

e. An employee may use the grievance process described in FSH 3890 to grieve disciplinary action.

f. The notice to the employee imposing discipline is the final decision of the university. The effective date of the discipline is not affected by the filing of a grievance under FSH 3890.

D. REGENTS' APPEALS. A nonclassified employee may elect to petition the Board to review any final personnel related decision of the chief executive officer. Any written petition must be filed in the Office of the State Board of Education within fifteen (15) calendar days after the employee receives written notice of final action under the internal procedures of the institution, agency, school, or office. The Board may agree to review the final action, setting out whatever procedure and conditions for review it deems appropriate, or it may choose not to review the final action. The fact that a written petition has been filed does not stay the effectiveness of the final decision nor does it grant a petition for review unless specifically provided by the Board. Board review is not a matter of right. An employee need not petition the Board for review in order to have exhausted administrative remedies for the purpose of judicial review. (RGP II.M).

Commented [WD(5]: Discipline, up to and including dismissal, of an employee is not appealable to the Board. RGP II.L.4.b.